

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

Department of Corrections and Rehabilitation

www.cdcr.ca.gov

Open-Statewide

SU54-9255-8PB37



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION

This examination is administered by the State Personnel Board utilizing the Internet.

HOW TO APPLY

The Training and Experience Evaluation is available **continuously** on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Supervising Dental Assistant, Correctional Facility is contained within the Internet process therefore a standard state application is not necessary.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following online instructions:

http://www.spb.ca.gov/employment/exam_start.htm

Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., (Pacific Standard Time), for processing and maintenance. **Do not** begin the application process on the Internet during this time, as your record will **not** be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.

SALARY RANGE

Salary as of July 7, 2008

\$4,678.00-\$5,686.00 per month

BENEFITS	<ul style="list-style-type: none">• Deferred Compensation Plans (Savings pool, 401k and 457 plans)• \$100 monthly Bilingual Differential Pay• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)• 75% Reimbursement of Public Transit Passes, \$65 maximum per month• Flexible work hours (management discretion)• Pre-tax parking (where applicable)• Fourteen (14) paid holidays• Generous paid vacation/sick leave• Jury duty/military/bereavement leave• Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)• Pre-retirement death benefit • Dependent Care Program• Employee Assistance Program
POSITION DESCRIPTION	<p>This is a first line supervisory level class responsible for supervising the work of the Dental Assistants Correctional Facility. Under the general direction of the Chief Dentist, Correctional Facility; the direct clinical supervision of the Supervising Dentist, Correctional Facility; the Supervising Dental Assistant, Correctional Facility, provides supervision, training and leadership to the Dental Assistant, Correctional Facility. At an adult institution, incumbents are responsible for planning, organizing, and directing the overall duties of the dental assistants at the institution; ensuring dental assistants comply with the policies and procedures, program standards with the guidelines of the State of California Dental; Practice Act of 2002, and the State and Federal regulations. Incumbents direct and assign dental assistants according to day-to-day staffing requirements and staffing levels; meet routinely with dental assistants to review and discuss treatment performances and issues pertaining to the delivery of dental care to inmates; and assist staff in development and documentation of training programs, preparation of lessons plans, creation of training materials, and delivery of onsite and offsite training as needed. Incumbents also serve as the primary point of contact for dental assistant registries; ensure completion of institutionally-mandated employee orientation and training for registry dental assistants.</p> <p>Positions exist only at Adult Institutions within the Department of Corrections and Rehabilitation.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements as stated in this examination announcement.)</p> <p>Two years of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of six months of training being equal to twelve months of experience.)</p> <p style="text-align: center;">AND</p> <p>Possession of a current license as a Registered Dental Assistant in California. (Applicants who do not meet this requirement will be admitted to the examination, but must secure the required license before they will be considered eligible for appointment.)</p> <p>Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility, willingness to work in a State correctional facility, emotional stability, patience, alertness, keenness of observation, and tact.</p> <p>Special Physical Characteristics: Persons appointed to this position will be reasonably expected to have and maintain sufficient strength, agility, and endure to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Additional Desirable Qualification: Education equivalent to completion of twelfth grade.</p>

EXAMINATION PLAN The examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Principles and methods of sterilization
2. Uses of the more common dental instruments, equipment, and materials.
3. Dental hygiene and prophylaxis.
4. Dental office procedure and principles of modern dental record keeping.
5. Techniques used in dental x-ray.
6. Names of the teeth and various surfaces of the crown of the tooth.
7. Principles and practices of personnel management and effective supervision.
8. Supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment
9. Inmate Appeals (CDC 602) Program.

Ability to:

1. Communicate effectively at a level required for successful job performance.
2. Identify the more common dental instruments, equipment and materials.
3. Mix dental material and prepare dental accessories.
4. Stand long periods of time.
5. Analyze situations accurately and adopt an effective course of action.
6. Follow directions
7. Maintain effective working relationships with health care professionals and others.
8. Handle dental instruments and materials with dexterity to prevent injury to staff, inmates and patients.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six (6) months.

CAREER CREDITS

Career Credits will not be granted in this examination.

**VETERANS'
PREFERENCE
CREDITS**

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

GENERAL INFORMATION

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

If you meet the requirements stated above in this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass the examination will be ranked according to their scores.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: California law limits the granting of Veterans' Preference Credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for Veterans' Preference are on the Veterans' Preference application (SPB 1093) form which is available from State Personnel Board offices or written test proctors.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION – (916) 322-2545

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERCEDES ALL PREVIOUSLY ISSUED BULLETINS (BRD: 3/4/08)